

**PERFORMANCE EVALUATION FORM**  
(Joint Employee-Employer Appraisal—Pre-Formal Evaluation)

Employee		Position	
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Period Covered		Appraisal Date	
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***Purpose.** This joint appraisal is to prepare the employee and employer for the formal appraisal process to be completed by \_\_\_\_\_ (insert agreed-upon date). By engaging in this good-faith effort, together, we are able to identify strengths and deficiencies so that there are no surprises for either the employee or the supervisor at the time of the formal performance appraisal. Additionally, the supervisor will be able to establish performance criteria as the result of this on-going process which is intended to be a mutual exchange of information between the employer and the employee. This mutual exchange of information has no bearing on promotions, raises, or status in the department. This form, strictly-speaking, is a tool to be used in advance of the formal appraisal process.*

1. What elements of your job do you find most difficult at this time? Explain.

2. What are your most significant achievements since August 2017?

3. In what work or department-related areas would you like to grow or improve?

4. What do you need from your supervisor/department MCOE in order to accomplish #3 above?

5. **INSTRUCTIONS.** Rate yourself in the following areas.

	<i>Below Standard</i>		<i>Meets Standard</i>		<i>Exceeds Standard</i>
A. Customer Service	__ 1	__ 2	__ 3	__ 4	__ 5
B. Judgement	__ 1	__ 2	__ 3	__ 4	__ 5
C. Time management/Meeting deadlines	__ 1	__ 2	__ 3	__ 4	__ 5
D. Computer skills	__ 1	__ 2	__ 3	__ 4	__ 5
E. Decision-making skills	__ 1	__ 2	__ 3	__ 4	__ 5
F. Productivity	__ 1	__ 2	__ 3	__ 4	__ 5
G. Adaptability/flexibility	__ 1	__ 2	__ 3	__ 4	__ 5
H. Technical knowledge	__ 1	__ 2	__ 3	__ 4	__ 5
I. Communication skills	__ 1	__ 2	__ 3	__ 4	__ 5
J. Problem-solving	__ 1	__ 2	__ 3	__ 4	__ 5
K. Team-working	__ 1	__ 2	__ 3	__ 4	__ 5
L. Steadiness under pressure	__ 1	__ 2	__ 3	__ 4	__ 5
M. Integrity/honesty	__ 1	__ 2	__ 3	__ 4	__ 5
N. Punctuality	__ 1	__ 2	__ 3	__ 4	__ 5
O. Attendance	__ 1	__ 2	__ 3	__ 4	__ 5

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Employee Signature  
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Supervisor Signature